

# UTAH STATE PURCHASING POLICY

Is the Purchase  
Available From Other  
State Agencies?

6 YES 6

The producing/distributing agency will be the source of supply if the item meets the requirements of the ordering agency.

State Producing/Distributing Agencies:

- Surplus Property
- Fleet Operations
- Utah Correctional Industries
- State Mail and Distribution Services
- Department of Technology Services
- State Print Services

9  
NO

Is the Purchase  
On A Statewide  
Contract?

6 YES 6

Agency is required to use statewide contracts (regardless of dollar amount) when those contracts offer products that meet agency's requirements.

9  
NO

Is the Purchase  
\$1,000 or Less?

6 YES 6

Agency may select the best source without seeking competitive quotes.

9  
NO

Is the Purchase  
\$1,001 to \$5,000 ?

6 YES 6

Agency will obtain competitive quotes and purchase item from supplier offering the lowest quote.

9  
NO

Is the Purchase  
More than \$5,001 ?

6 YES 6

Submit a purchase requisition (FiNet RX) to the Division of Purchasing to be competitively bid.

Note: All **sole source** procurements greater than \$1,000 must be pre-approved by the Division of Purchasing using a Sole Source Request form and/or a purchase requisition form. This flow chart is for informational purposes only. Refer to Purchasing Policies and Procedures for more detailed information, or telephone the Division of Purchasing (801) 538-3026.

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